



# Missouri Department of Elementary and Secondary Education DESE Web Systems User ID Request

<b>School District/LEA/Nonpublic Name:</b>	<b>County-District Code/Agreement No.:</b>	<b>Fax:</b>
<b>E-mail:</b>		

## Directions

For each staff member permitted to perform the functions described, fill in the **required** First Name, Middle Initial, Last Name, Birth Date and Mother's Maiden Name (Birth Date and Mother's Maiden Name used to verify user identity when DESE security administrator is called to provide logon ID or password information). More than one name for each role may be provided, although only one is expected for the Authorized Representative role per system. Please make a copy of the blank form for additional users.

**FAX TO:** 573-526-4125 or **MAIL TO:** Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102 **QUESTIONS:** email [webreplyafsit@desse.mo.gov](mailto:webreplyafsit@desse.mo.gov)

**Note:** The Sheltered Workshops, RPDC Events Manager, User Security Administrator, MO Student Information System and Login ID Delete Forms will remain separate from this form. Please visit: <https://k12apps.desse.mo.gov/webapps/securityforms.asp> for these forms.

**Roles:** In the boxes below, indicate which role by placing a 1, 2, or 3 (or with a ✓ (checkmark) where indicated).

1 = View Only | 2 = Data Entry | 3 = Authorized Representative\*

\* Only one Authorized Representative for School Food Services and the entire Perkins System.

First Name	Middle Initial	Last Name	Birth Date	Mother's Maiden Name
<b>Administrative and Financial Services</b>				
Annual Sec. of the Board Report		Data Collection		Educator's Prof. Dev. Rptng. (Pub./Nonpub.)
School Food Services. (Pub./Nonpub.)		Early Childhood – Parents as Teachers		Teacher Certificates Apps. (Pub./Nonpub.)
<input type="checkbox"/> Other Role: School Food Svcs. Submit (✓)		Federal Programs		<b>Reports (View only - indicate with ✓)</b>
<b>Career Education</b>		Limited English Proficiency (LEP)		<input type="checkbox"/> Annual Performance Report
ACES:		MAP Student Demographic Update		<input type="checkbox"/> Career Ladder Reports
<input type="checkbox"/> Auth Rep (✓)		MSIP District Response to the Standards		<input type="checkbox"/> MAP Results - Building. Level Access
Perkins III:		School Improvement Plan		<input type="checkbox"/> MAP Results – Student Level Access
Sec Post-Sec Tech Prep Expend.		<b>Special Education</b>		<input type="checkbox"/> School Finance Reports/Pmt. Transmittal
Sec Post-Sec Tech Prep Acctability		<input type="checkbox"/> IMACS User <input type="checkbox"/> IMACS Admin (✓)		<input type="checkbox"/> Special Education Profile
<b>Nonpublic Only System</b>		Special Education Early Childhood		
<input type="checkbox"/> Nonpublic Registration		Special Education Part B		
		<input type="checkbox"/> Special Education Surrogate (✓)		

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<b>Career Education</b>		Limited English Proficiency (LEP)		<input type="checkbox"/> Annual Performance Report
ACES:		MAP Student Demographic Update		<input type="checkbox"/> Career Ladder Reports
<input type="checkbox"/> Auth Rep (✓)		MSIP District Response to the Standards		<input type="checkbox"/> MAP Results - Building. Level Access
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<b>Nonpublic Only System</b>		Special Education Early Childhood		
<input type="checkbox"/> Nonpublic Registration		Special Education Part B		
		<input type="checkbox"/> Special Education Surrogate (✓)		

<b>SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE</b>	<b>DATE</b>
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## Missouri Department of Elementary and Secondary Education DESE Web Systems User ID Request System Roles Definitions

### View Only:

Depending on the system, the view only role allows the user to:

- View Annual Performance Report information.
- View Building Level MAP Results.
- View Early Childhood – Parents as Teachers information.
- View applications, amendments, and/or FER information for all grants.
- View Educator's Professional Development Reporting information.
- View All MAP Results Data, including student level.
- View Data Collection System information.
- View MAP Student Demographic Update information.
- View School Finance Payment Transmittal and other School Finance Reports.
- View School Improvement Plan information.
- View School Food Services data.
- View Substitute Certification System information.
- View Special Education EPA Transmittal Reports.
- View Special Education Profile information.
- View Career Ladder reports

### Data Entry:

Depending on the system, the data entry role allows the user to:

- Edit MAP Student Demographic Update information.
- Enter applications, amendments, and/or FER information for all grants.
- Enter accountability information for Perkins III Accountability system.
- Enter data collection system information. *This also includes data entry access to Census of Technology.*
- Enter Early Childhood – Parents as Teachers information.
- Enter Educator's Professional Development Reporting information.
- Enter financial information for ASBR.
- Enter census data for LEP.
- Enter and amend School Food Services Application Agreement, Claims for Reimbursement, and Revenues and Expenditures.
- Enter School Improvement Plan information.
- Enter substitute certificates for the Substitute Certification System.
- Enter MSIP District Response to the Standards information.

### Authorized Representative:

Depending on the system, the authorized representative role allows the user to:

- Edit/Submit MAP Student Demographic Update information.
- Enter/approve/submit applications, amendments, and/or FER information for all grants as well as assure that all data are accurate and complete. *For Perkins III, this includes submit for expenditure and accountability information.*
- Enter/submit data collection system information as well as assure that all data are accurate and complete. *This also includes submit access to Census of Technology.*
- Enter/submit Early Childhood – Parents as Teachers information.
- Enter/submit Educator's Professional Development Reporting information.
- Enter/submit financial information for ASBR as well as assure that all data are accurate and complete.
- Enter/submit census data for LEP as well as assure that all data are accurate and complete.
- Submit School Food Services Claims for Reimbursement data as well as assure that all data are accurate and complete.
- Submit School Food Services Direct Certification zip codes.
- Enter/submit School Improvement Plan information.
- Enter substitute certificates for the Substitute Certification System as well as assure that all data are accurate and complete.
- Enter MSIP District Response to the Standards information as well as assure that all data are accurate and complete.
- Enter/Submit AEL (Adult Education and Literacy) student information for the ACES System.
- Enter/Submit Special Education Surrogate information

### School Food Services Submit:

- Submit School Food Services Application Agreement and Revenues and Expenditures as well as assure that all data are accurate and complete.
- Enter, amend, save and download zip codes for Direct Certification.

### GED Test Scheduler

#### DESE

- Enter/update/delete schedules for any testing center
- Search for examinee information via a Search page
- Update Examinee address information

#### Chief Examiner

- Enter/update/delete schedules for their main testing center and related satellite testing centers
- Update Examinee address information

#### Administrator

- Enter/update/delete schedules for their main testing center and related satellite testing centers

### IMACS

- **IMACS User** – Has the level of access granted by the IMACS Admin which can range from edit access to the ability to submit final information to DESE
- **IMAC Admin** – Has global access to IMACS and determines level of access for other designated IMACS users